



**Office of the City Clerk**  
**BOARDS, COMMITTEES & COMMISSIONS**

---

**INDEPENDENT AUDIT AND PERFORMANCE  
COMMISSION  
(IAPC)**

**CREATED BY:**

Ordinance 10598, October 21, 2008

**COMMISSION MEMBERSHIP AND ORGANIZATION:**

The IAPC shall be composed of seven (7) members with one member appointed by the Mayor and each Council Member who serve without compensation.

The IAPC shall appoint one of its members to serve as the Chair of the Commission and another member to serve as Vice-Chair.

The City's Internal Audit Manager, or that person's designee, shall serve as an ex-officio, non-voting member of the IAPC and shall provide technical support to the Commission.

The IAPC shall adopt bylaws for its operations that are consistent with Tucson Code Chapter 10(A) and other legal authority. The bylaws shall be filed with the City Clerk.

The IAPC may form subcommittees, as may be necessary, to carry out its duties and functions.

**QUORUM:**

A quorum shall consist of four (4) members of the Committee. The ex-officio member shall not count towards or affect the quorum.

**QUALIFICATIONS:**

All members of the IAPC shall reside in the City of Tucson. Each member shall have not less than ten (10) years of financial or executive experience; or not less than five (5) years of such experience plus another five (5) years experience in a comparable field such as project management, grant administration, compliance reporting, or data analysis.

## **INDEPENDENT AUDIT AND PERFORMANCE COMMISSION**

### **PAGE 2**

#### **TERMS OF OFFICE:**

Each Commissioner shall serve for a term of four (4) years and may be re-appointed for one additional term of four (4) years.

The Commissioners are subject to attendance requirements in Section 10A-134(e) of the Tucson Code. In addition, the Mayor and Council may remove the Commissioners from office prior to the expiration of their terms.

#### **EXEMPT FROM TCC 10A-134(c):**

Yes, members may serve concurrently on other City Boards, Committees and Commissions.

#### **FUNCTIONS:**

The IAPC shall have the following authority, functions, and duties:

- (1) Review and provide comment to the Mayor and Council and the City Manager relating to the City's Annual Audit Plan.
- (2) Upon direction from the Mayor and Council or the City Manager, provide independent appraisal of City programs, policies, and functions in order to help management perform more efficiently and effectively, and/or recommend that the Mayor and Council commission an independent firm to perform such an appraisal.
- (3) Upon direction from the Mayor and Council or the City Manager, examine financial reports, various records, and procedures to determine compliance with applicable ordinances, regulations, policies, and contractual provisions, and/or recommend that the Mayor and Council commission an independent firm to perform such an examination.
- (4) Upon direction from the Mayor and Council or the City Manager, evaluate the City's internal control structure and recommend improvements that will help safeguard the City's assets.
- (5) Perform other functions upon express direction by the Mayor and Council.

#### **MEETINGS AND REPORTS:**

The IAPC shall meet once each month or more frequently as needed.

The IAPC shall provide reports to the Mayor and Council not less than every six (6) months and more frequently upon express request by the Mayor and Council.

**INDEPENDENT AUDIT AND PERFORMANCE COMMISSION**  
**PAGE 3**

**LIMITATIONS:**

Neither the IAPC nor any of its members may incur governmental expenses without prior authorization of the Mayor and Council, nor may they obligate the City in any way.

**OPEN PUBLIC MEETING LAW REQUIREMENTS:**

This public body is defined as an advisory committee and must comply with all of the provisions of the Open Public Meeting Law.

**SUPPORTING DEPARTMENT:**

City Manager's Office – 791-4204